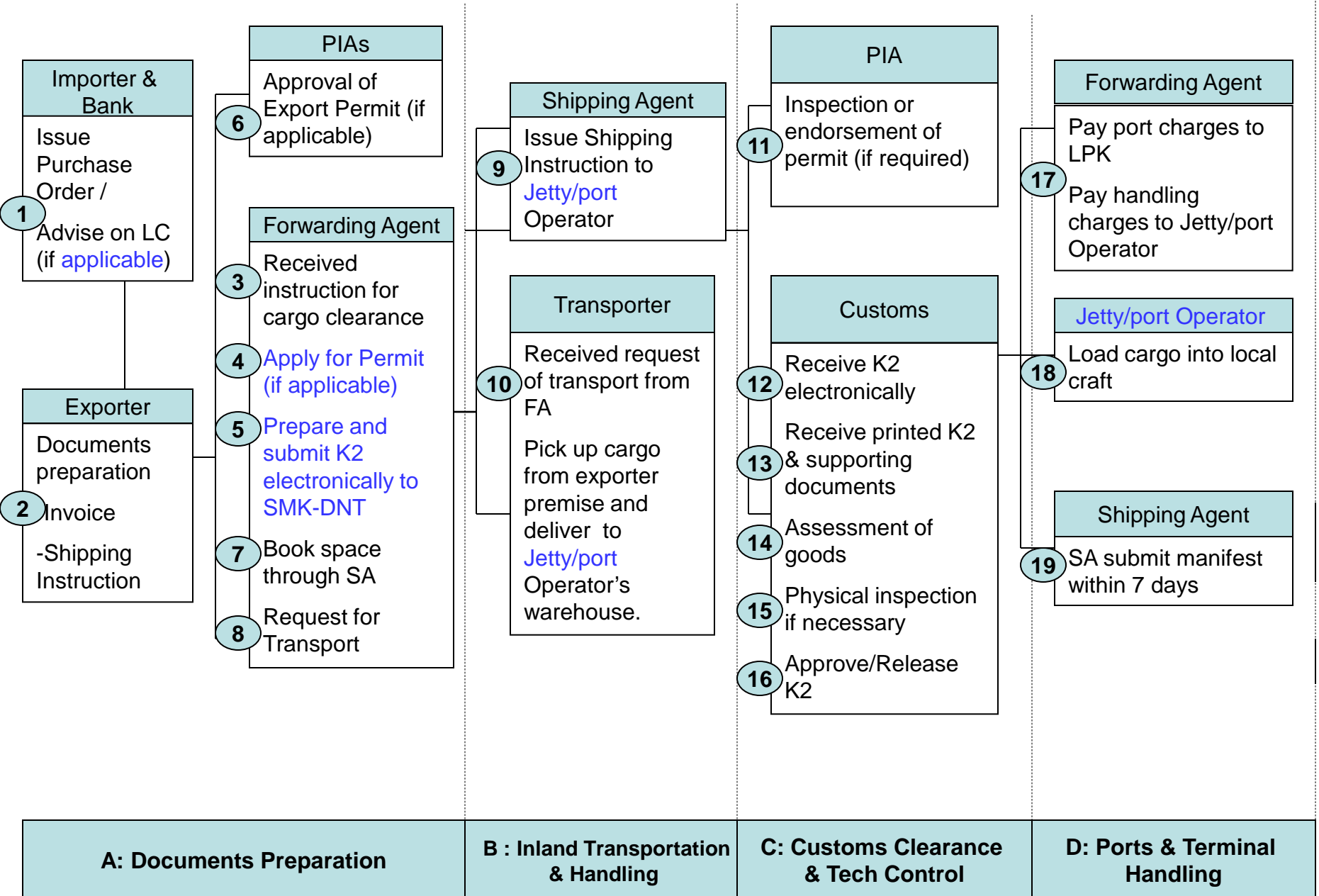


# EXPORT FLOW FOR BARTER TRADE (PORT KLANG)



No	Process Flow	Document	Process Time	Cost
1	Importer issues purchase order to exporter. An LC advise is issued by the bank (for applicable shipments)	Purchase Order  Letter of Credit	2 Working Days (LC Advise)	No cost
2.	Exporter prepares commercial invoice (after the order is confirmed)	Invoice	1 Day (Document Preparation) Overall – 2 days	No cost
3.	Forwarding Agent receives instruction from exporter for cargo clearance	Shipping instruction	Within 1 day	No cost
4.	Forwarding Agent applies for Export Permit from PIA (if applicable)  •Export Permit can be done in advance	Invoice	Within 1 day	RM30 per shipment
5.	Forwarding Agent prepare K2 Form and submit to Customs through SMK-DNT Net interface.	Invoice	2 days	RM30 per permit (FAMA) and RM35 (EDI charges)
6.	PIA approves export permit (if applicable)	Export permit	2 days	RM35 (EDI charges)

A

No	Process Flow	Document	Process Time	Cost	
7.	Forwarding Agent books space through Shipping Agent	Loading Instruction	*	No cost	A
8.	Forwarding Agent submits request of transport to transport company			No cost	
9.	Shipping Agent issues shipping instruction to Jetty/port Operator	Shipping instruction		No cost	B
10.	Transport company receives request of transport from Forwarding Agent  Transport company picks up cargo from Exporter's premise and delivers to Jetty/port Operator's warehouse			An average for 10 ton: Rm8/km	
11.	The relevant Government Agency will carry out cargo inspection or endorsement of the export permit if required	Export Permit		No cost	C
12.	Customs computer system automatically processes & registers K2 and sends response back to forwarding agent with registration number	-		No cost	
13.	Customs receives Form K2, invoice and export permit (if applicable) for Customs clearance.	K2 Invoice Export Permit		No cost	

\* 7-13 activities : Within 1 day

No	Process Flow	Document	Process Time	Cost
14.	Assessment of goods by Senior Customs Officer which includes the following processes : a) Verification of particulars declared against supporting documents; b) Instruction for physical inspection if necessary; c) Classification/Valuation.	K2 Invoice Export Permit	5-20 mins	No cost
15.	Physical inspection if necessary will be carried out in Jetty/port Operator's warehouse by Customs officer and in the presence of Forwarding Agent.	K2 Invoice	30 mins	No cost
16.	Senior Customs Officer grants approval/release to the K2 in SMK and hardcopy.	K2 hardcopy K2 SMK	2 – 5 mins	No cost
17.	Forwarding Agent pays port charges to LPK and handling charges to Jetty/port Operator	K2 Monthly bill	1 min.	Port Charges : RM 2.00/tonnes
18.	Jetty/port operator verifies processed K2 and after tallying proceed to load cargo onto the local craft.	K2 Tender Ships	45 minutes to 1 hour per container	No cost
19.	Shipping agent submits export manifest manually to Customs within 7 days after local craft departure.	Manifest	8 hours	No cost

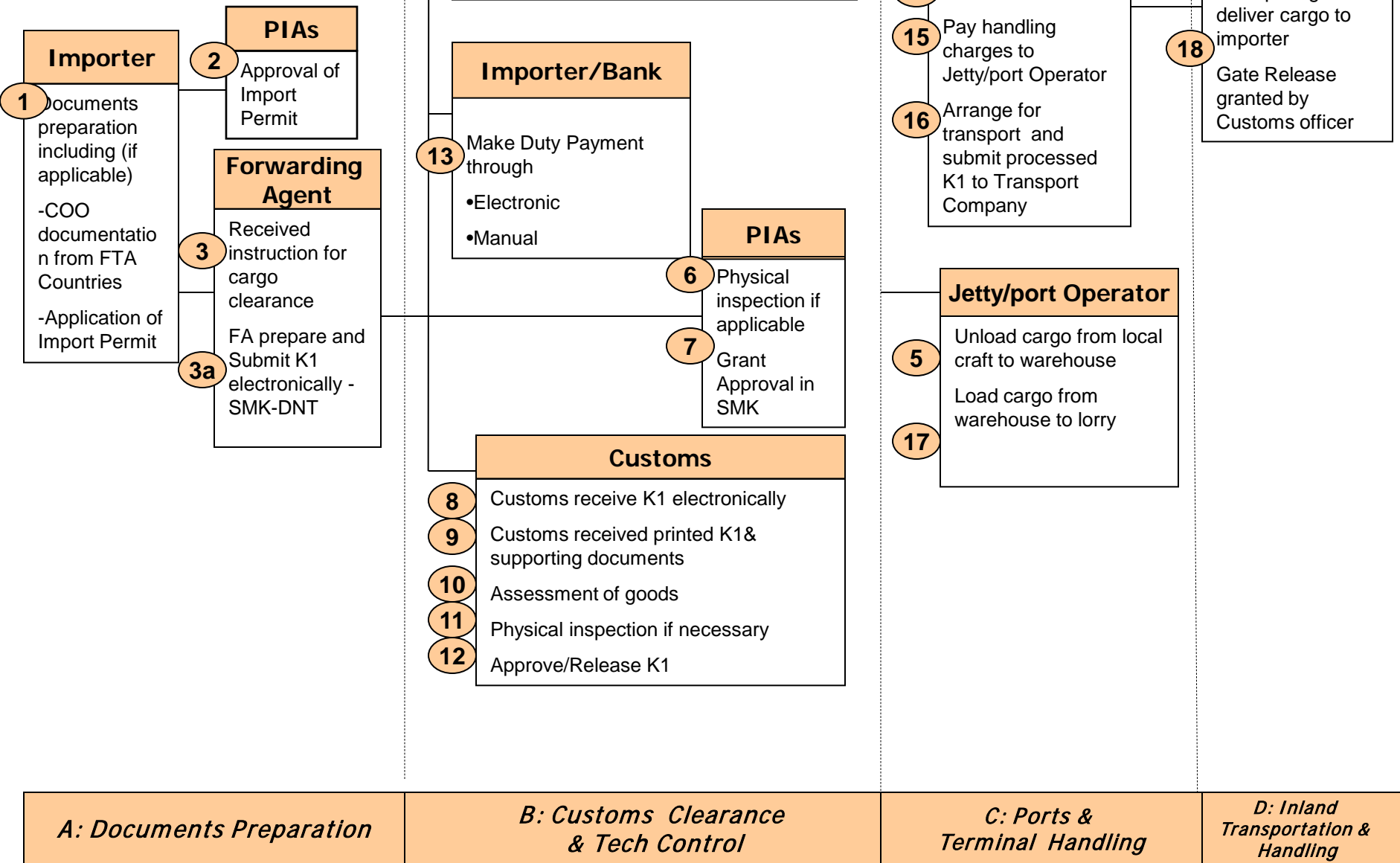
C

D

## Legend (Export Flow):

1. SA – Shipping Agent
2. FA – Forwarding Agent
3. LC – Letter of Credit
4. PIA – Permit Issuing Agencies

# IMPORT FLOW FOR BARTER TRADE (PORT KLANG)



*A: Documents Preparation*

*B: Customs Clearance & Tech Control*

*C: Ports & Terminal Handling*

*D: Inland Transportation & Handling*

No	Process Flow	Document	Process time	Cost
1	<p>Importer prepares necessary documents, including :</p> <ul style="list-style-type: none"> <li>-COO documentation from FTA Countries (if applicable)</li> <li>- Apply import permit from PIAs if applicable</li> </ul>	<p>COO</p> <p>Import permit</p>	Pre-arrival	No cost
2	<p>PIA approve Import Permit (if applicable)</p> <p>Note: Total no of agencies: 25  Live implementation: 19  Paperless: 16  Coming on board: 4 – under development  (1 peninsular, 3 Sarawak)  2 – Awaiting instruction from MOF</p>	Import Permit		RM 5 (DNT) PIA's own Fees
3	<p>Importer instructs forwarding agent to clear cargo (together with supporting documents such as invoice and permit)</p> <p>FA perform Document preparation if instructed by Importer</p>	Invoice Permit		No cost
3a	Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface.	K1	Response Time : 5 – 20 min	K1 : RM 0.60 per set EDI charges: RM 0.88 per KB (RM 5 per K1) Forwarding charges :
4.	Shipping agents send manifest to Customs and Jetty/port Operator manually within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. In practice, they are allowed to submit much earlier.	Manifest	Pre-arrival	2

}

A

}

B

No	Process Flow	Document	Process Time	Cost
5.	Jetty/port Operator unloads cargo from local craft to warehouse.			
6.	Forwarding agent informs OGA of the arrival of cargo & that the approval of the import permit has been approved OGA physical inspection done at the relevant warehouse	K1 form	OGA inspection time : 30 min	No Cost
7.	If no physical inspection, OGA will grant approval in SMK.	K1form, PIA Permit	2 - 5 min	No cost
8.	Customs computer system automatically processes & registers K1 and sends response back to forwarding agent with registration number	-	-	No cost
9.	Customs receives Form K1 and supporting documents for Customs clearance. a) Basic supporting documents : invoice. b) Other supporting documents such as permit, Certificate of Origin, CJ5/CJ5A depending on transaction type.	K1 form Invoice Permit COO CJ5/CJ5A	2 – 5 min	No cost
10.	Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : a) Verification of particulars declared against supporting documents; b) Instruction for physical inspection if necessary; c) Classification/Valuation, d) Verification of exemption/preferential rate claimed.	K1 form Invoice Delivery Order Permit COO CJ5/CJ5A	5 - 20 min	No cost

B



No	Process Flow	Document	Process Time	Cost
11.	Physical inspection if necessary will be carried out in <a href="#">Jetty/port</a> Operator's warehouse by Customs officer and in the presence of Forwarding Agent.	K1 form Invoice	½ hour	No cost
12.	Senior Customs Officer grants approval to the K1 in SMK and hardcopy for duty payment. In case the cargo does not subject to duty/tax, customs release will be granted.	K1 form K1 SMK	2 – 5 min	No cost
13.	Forwarding agent pays import duty on behalf of Importer via : a) Electronic Fund Transfer (which is only available during banking hours); b) Duty Net (24 x 7, through CIMB); or c) Manual (through cheque or bank draft)	EFT Message : PAYORD, CREMUL, CREADV Manual: bank draft or cheque	a) EFT : 20-60 min (different from Bank to Bank) b) Duty Net : Real time Basis c) Manual : 30 min	EFT charges for EFT : RM 8.00 per transaction  Actual charge: Rm15 per transaction
14.	Forwarding pay port charges to Klang Port Authority			<a href="#">RM 2.00/ton</a>
15.	Forwarding pay handling charges to <a href="#">Jetty/port</a> Operator			
16.	Forwarding Agent contacts transport company and arranges for transport. Upon confirmation, processed K1 will be passed to the transport company. Lorry will be sent to pick up the cargo.			

B

C

No	Process Flow	Document	Process Time	Cost
17.	Jetty/port operator verifies processed K1 submitted by lorry driver and after tallying proceed to load cargo onto the lorry.	Processed K1		
18.	After loading, lorry driver will proceed with Customs Gate Release by submitting processed K1 to Customs Officer at the Exit Gate and delivers cargo to importer.			

C  
D

## Legend (Import Flow):

SA – Shipping Agent

1. FA – Forwarding Agent

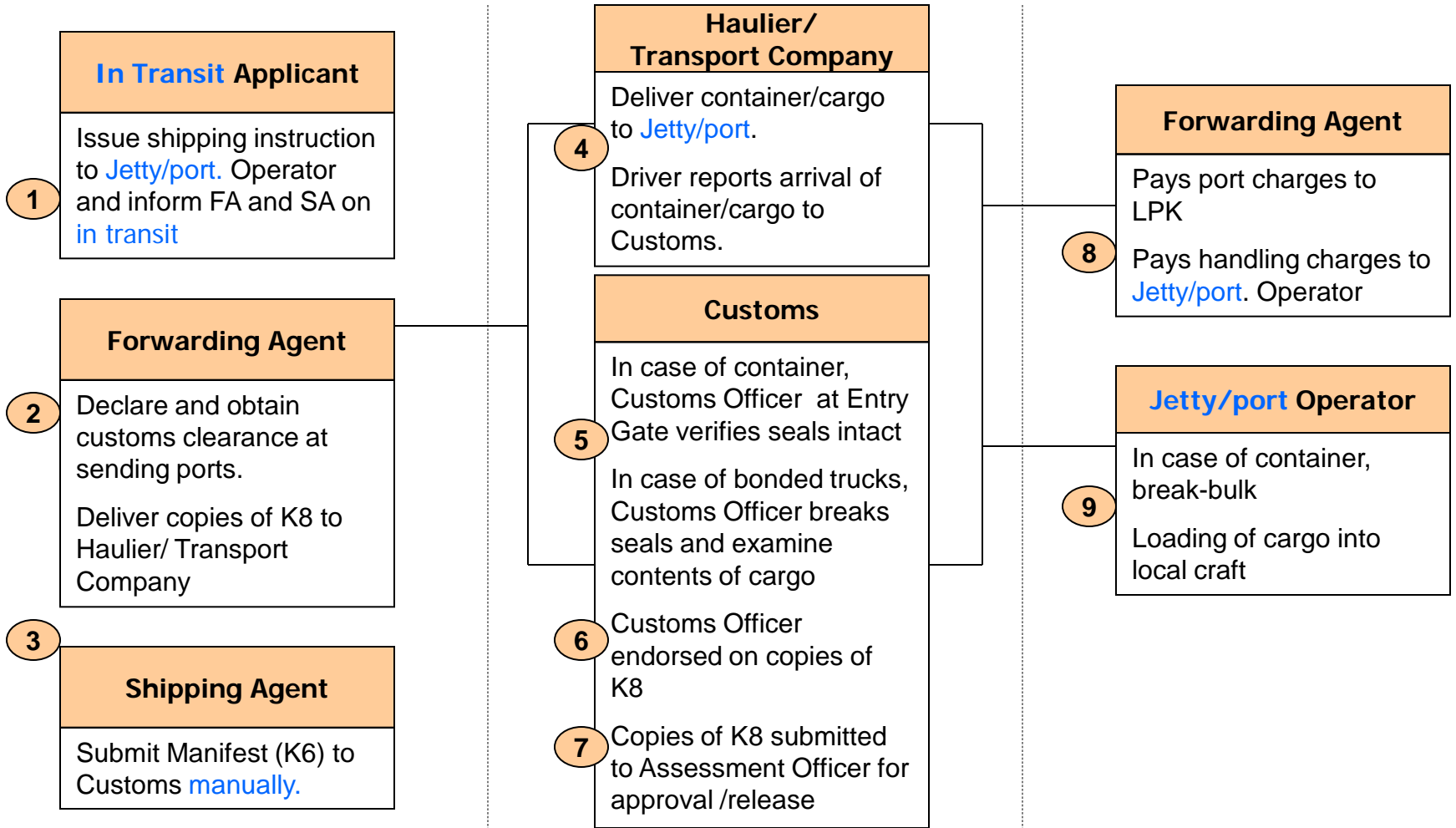
2. PO – Port Operator

3. PIA – Permit Issuing Agencies

4. COO – Certificate of Origin

5. LPK – Lembaga Pelabuhan Klang (Klang Port Authority)

# IN TRANSIT FLOW FOR BARTER TRADE (PORT KLANG)



*A: Documents Preparation*

*B: Customs Clearance*

*C: Ports & Terminal Handling*

No	Process Flow	Document	Process time	Cost
1	Applicant for <a href="#">in transit</a> issues shipping instruction to <a href="#">Jetty/port</a> . Operator and informs Forwarding Agent and Shipping Agent on cargo <a href="#">in transit</a> .	Shipping instruction	*Process 1- 8 : within 3-4 days	
2	Forwarding Agent declares K8 to Customs at sending port and obtains Customs Clearance.  Copies of K8 will be delivered to Hauliers (in case of containerised cargo) or transport company (in case of bonded trucks) for submission to Customs at receiving <a href="#">Jetty/port</a> .	K8 Invoice <a href="#">Delivery Order (DO)</a>		<a href="#">EDI charge: RM30 per shipment</a>
3	Shipping agent submits <a href="#">in transit</a> manifest (K6) manually to Customs. <a href="#">shipping agent exchange the BL for DO</a>	K6 Through BL		-
4	Haulier/Transport company deliver container/cargo to <a href="#">Jetty/port</a> .  Upon arrival at <a href="#">Jetty/port</a> , driver reports arrival of cargo and submits copies of K8 to Customs Officer at Entry Gate	K8		<a href="#">Transport cost: 20': RM575 40': RM770</a>
5.	In case of container, Customs Officer will verify the shipper seal to ensure it remains intact.  In case of bonded trucks, Customs seal will be broken and content of cargo examined by Customs Officer.	K8	20 mins	-

A

B

No	Process Flow	Document	Process Time	Cost
6.	Customs Officer confirmed receipt of container/cargo by endorsing on the copies of K8	K8	5 mins	-
7.	Copies of K8 submitted to Assessment Officer for approval /release.	K8 Invoice	5 – 30 minutes.	-
8.	Forwarding pays port charges to LPK and handling charges to Jetty/port Operator.	K8	5 mins	Port charges: RM 2.00 per tonnes
9.	In case of containerised cargo, Jetty/port Operator will break-bulk.  Jetty/port Operator loads cargo on the local craft	-	5 – 30 minutes.	-

B

C

\* Process 1- 8 : within 3-4 days

# Legend (In Transit Flow):

- K6 – Customs Transshipment Manifest.
- B/L – Bill of Lading.
- DG Dept., PKA – Dangerous Goods Department, Port Klang Authority.
- FZA – Free Zone Authority (Free Zone Department, Port Klang Authority).
- MSDS – Material Safety Data Sheet.
- NVOCC – Non-Vessel Operating Common Carrier.